

Joining a Microsoft Teams Video Conference

You can join using any internet enabled device. Here are some basic instructions to help you.

1. Click on the meeting link you have been sent by the organiser.

Microsoft Teams meeting

Join on your computer or mobile app

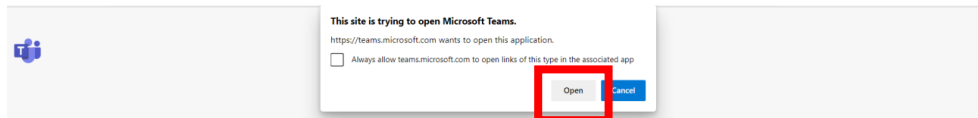
[Click here to join the meeting](#)

[Learn more](#) | [Meeting options](#)



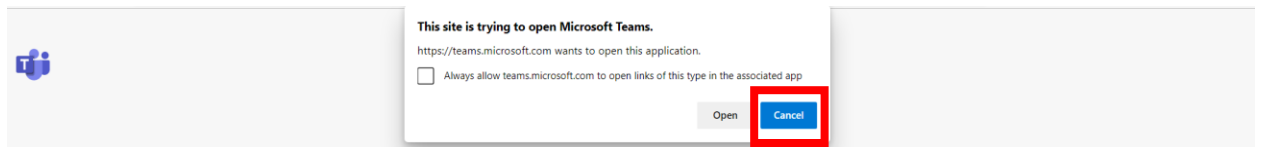
Select Click here to join the meeting in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app.

If you already have the Teams app, on your laptop/desktop, select open and the meeting will open automatically. (go direct to point 6)

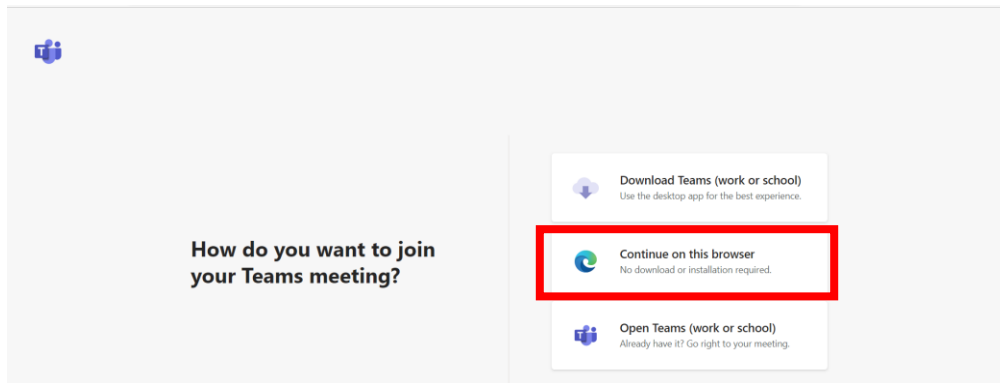


If you already have the Teams app, on your mobile device, the meeting will open there automatically. (go direct to point 6)

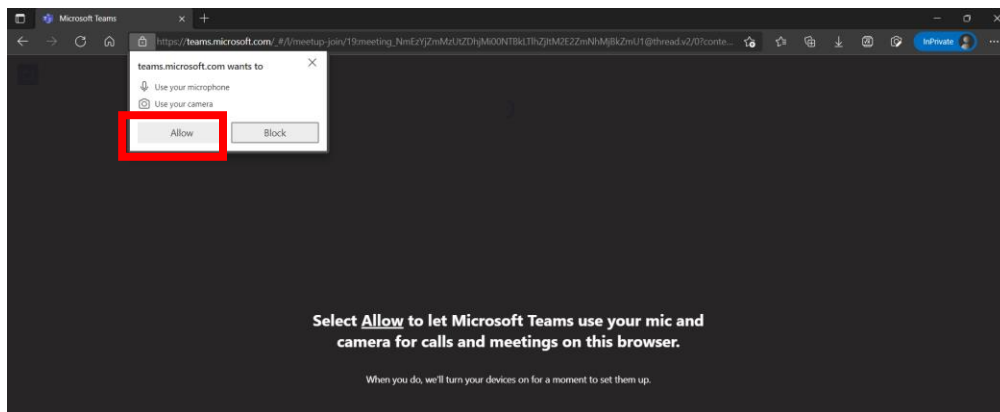
2. If you don't have the teams app installed select "Cancel" to allow you join the meeting in your device browser.






3. Select “Continue on this Browser”



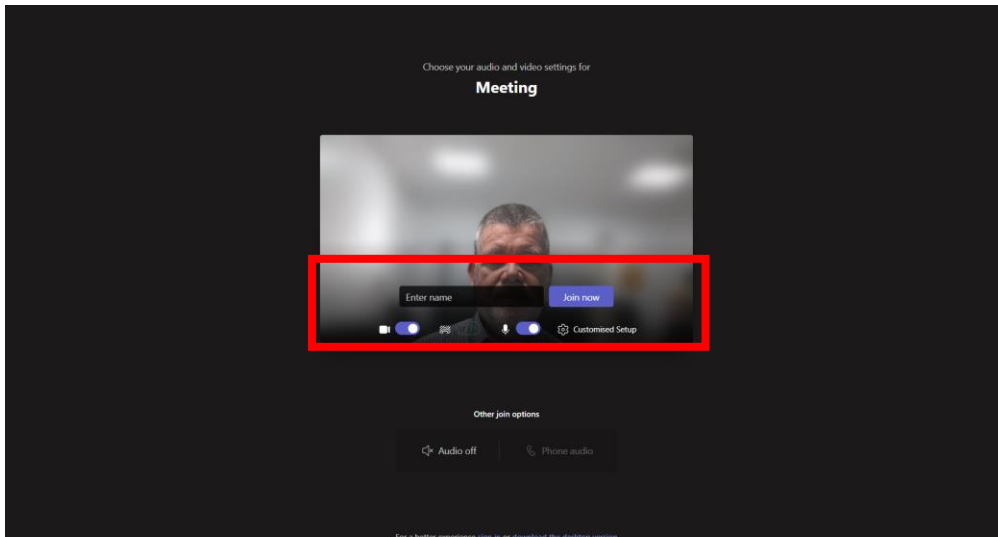
4. Select “Allow” to “Use your microphone” and “Use your camera”



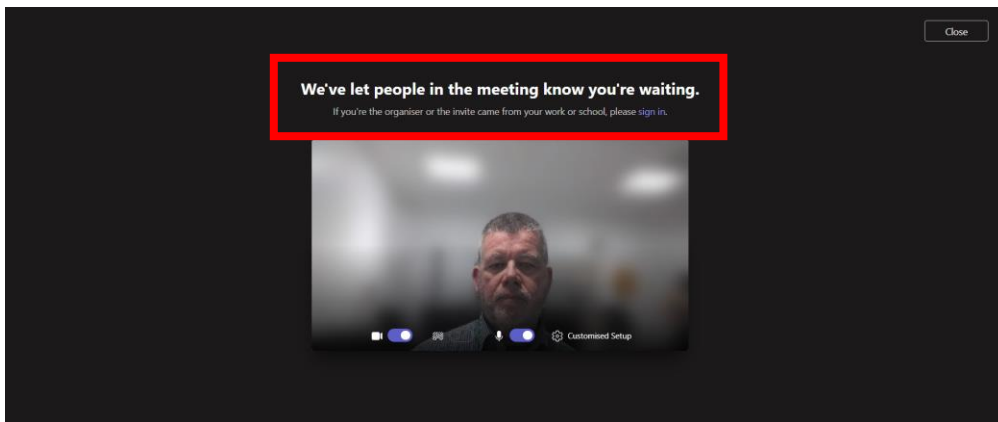
5. Enter your name.

You can at this stage elect to switch off your camera , mute your mic (it is good practice to mute your mic before joining a meeting) , or blur your background .

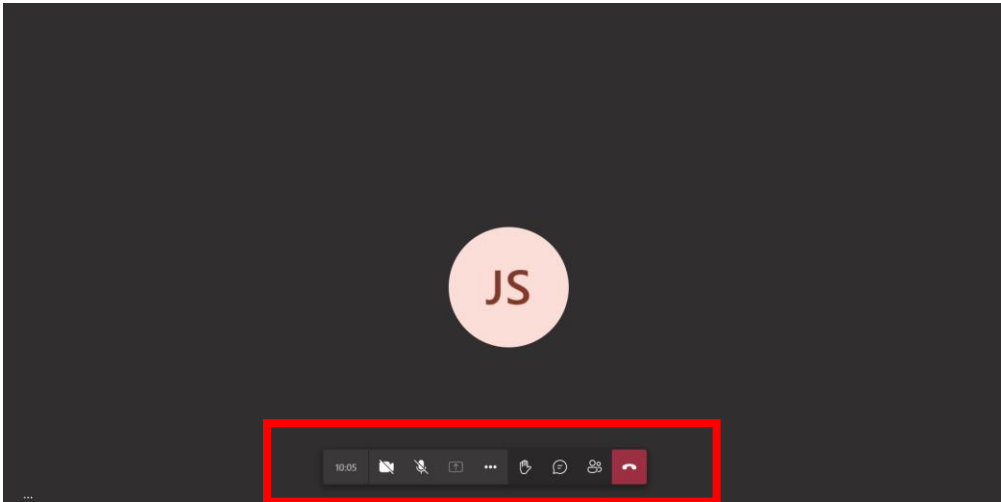
Select “Join now” to join the meeting.




6. Before joining the actual meeting space you are placed in a virtual “lobby” – you will need to be given permission to be admitted to the meeting space from the meeting organizer. This may take a few minutes.



7. Click anywhere within the meeting space to gain access to available meeting functionality. Please note that all functionality may not be available as this is dependent upon the meeting settings put in place by the meeting organizer.



8. To leave the meeting click anywhere within the meeting space to gain access to available meeting functionality. Select  meeting functionality. Select 